News & Views

A Newsletter Dedicated To Information Technology In The State Of Montana

Information Services Division

Agency Spotlight

Electronic Tax Systems

Electronic Data Interchange/Electronic Funds Transfer (EDI/EFT) technology holds great promise for the Department of Revenue and the State in improving taxpayer service, expediting more timely deposits of tax payments, and facilitating processing of tax return information. Two projects are now underway: Withholding/Old Fund Liability Tax (WH/OFLT) and Individual Income Tax (IIT). These projects are only the beginning of an ongoing effort to offer alternative filing and payment methods to an ever increasing population of taxpayers.

> *The Department of Revenue is positioned to provide additional services to taxpayers in the future by expanding the capabilities of electronic data transmission for other taxes currently administered by the Department.*

Withholding/Old Fund Liability Tax EDI/EFT project offers the following:

- Provides participating employers with a means for electronically transmitting filing and payment information over the phone lines through connection of personal computers as an alternative to submission through the mail.

- Reduces manual handling of payments and documents in the mailroom, cashiering, and data entry sections of the Department.

- Accepts text editor or word processing data formatted according to the EDI/EFT specifications developed by the Department.

- Allows filing or payment data to be submitted as separate transactions or in one transmission.

- Offers both Automated Clearing House (ACH) debit and credit transaction methods for payments.

- Receives transactions during regular business hours.

- Provides immediate notification to employers of errors in syntax of transmitted data and other problems. For accepted transactions, the system returns an acknowledgment that includes a transmittal number for future reference.

- Provides timely assistance to taxpayers, when needed.

EDI for Individual Income Tax project offers the following:

- Allows authorized tax preparers who have acquired the necessary hardware and software to electronically file State income tax returns along with the

taxpayer's Federal return.

- Accepts all categories of returns: both long and short forms including all schedules whether they are accompanied by a payment or are requesting a refund.

- Eliminates data entry of return information for returns filed under this method.

- Provides an acknowledgment to the taxpayer upon receipt of return data from the IRS.

- Allows for priority processing for electronically transmitted documents.

The Department of Revenue administers approximately 31 state taxes and fees including individual income tax, oil and coal severance tax, corporation tax, payroll tax,

What's Inside

property tax, and numerous miscellaneous taxes. The Department of Revenue is positioned to provide additional services to taxpayers in the future by expanding the capabilities of electronic data transmission for other taxes currently administered by the Department.

MTAC Writes Legislation

The Montana Telecommunications Advisory Council (MTAC) is asking the legislature to authorize the creation of a blue ribbon task force with the objective of examining Montana's telecommunication infrastructure. The members of the task force would be appointed by the Governor.

The bill recognizes that telecommunications is an integral part of the life of Montana citizens and directs the task force to recommend necessary changes in policy, practices and statutes to meet needs, remove barriers and enhance competitiveness and economic development.

The task force will look at, but not limit itself to:

- Current and anticipated trends in telecommunications technologies and services and their impact on the economic health and general well-being of all citizens,
- Policies regarding extended local calling areas,
- Strategies to promote the development and transition to a fully competitive communications marketplace,
- Current and alternative forms of

regulation for telecommunication providers, the role of state regulation in light of new federal legislation,
- Ways to stimulate private sector deployment of enhanced telecommunications services,
- Ways to ensure that Montana's K-12 and University educational system and public libraries have access to advanced telecommunication services, and
- Ways to ensure that Montana's health care systems have access to advanced telecommunication services.

For more information, contact Betti Hill (444-5551) from the Lieutenant Governor's Office.

Calendar of Events

February 3:
   Oracle/PowerBuilder User Group meeting, 9:00-12:00, Helena College of Technology.

February 17:
   GIS Seminar - Allan Cox, NRIS, presentation on the National Spatial Data Infrastructure and an update on what's happening with NSDI in Montana. Montana State Library Conference Room 208. Questions - call Kris Larson (444-5691)

February 20:
   Observed Washington's and Lincoln's Birthday

March 1:
   Information Technology Managers' Group (ITMG) meeting.

March 3:
   Oracle/PowerBuilder User Group meeting, 9:00-12:00, Helena College of Technology.

Bill Status - Such A Deal!!

...Rikki, don't lose that number.
It's the only one I own...
--Excerpts from
The Jerry O'Toole
Songbook

The rate for using the 900 number (1-900-225-4300) to access the online Bill Status system is now **70 cents per minute**. The change went into effect on Dec. 30, 1994.

The old rate, which had been in effect since the service became operational on Nov. 1, 1994, was $2 for the first minute and $1 for each additional minute.

This change has been noted in the write-up entitled LEGISLATIVE INFORMATION AVAILABLE TO THE PUBLIC. However, there are a number of copies that have been distributed which show the old rate for this 900 number service.

...I call you up, invest a dime,
and you say you belong to me,
you ease my mind...so happy
together...

--Excerpts from
The Jerry O'Toole
Songbook

It's A "Home Page"

No, this is not a term that could have been used at the World Series (even if there was one). Instead it refers to an initial entry point or main menu for graphical access to SummitNet or the Internet. The State of Montana's Home Page, while still in the experimental construction and test phase, is both Montana's *Welcome* to the Internet at large and a point of embarkation for Montana's citizens. This means that anyone on SummitNet (with TCP/IP software and an IP address) can access information from a variety of state agencies, federal agencies, other citizens of Montana (or citizens of the world for that matter), commercial vendors, and the Montana University System (as well as any other University in the world that is on the Internet).

The "Home Page" is being developed by ISD's Technology Development and Design group in a collaborative effort with the Department of Commerce, Department of Labor & Industry, NRIS, Department of Administration - Personnel, and the University System. Home Page development focuses on designing a desktop layout that will utilize information technologies to increase information-worker's efficiency and insure

minimal loads on the network while the user is on SummitNet or the Internet.

Developing a Home Page is one thing, however, making it "industrial strength" requires a tremendous amount of planning, designing, and coordination. There are many questions which must be resolved in areas such as:
- Work-flow design
- Security
- Network efficiency
- Standards
- Training requirements
- Maintenance and support

The work that has been done thus far has successfully linked the State of Montana to the Internet, providing the world with valuable information about the State of Montana. It has also made an exploratory beginning at creating a common repository of information available to state government personnel as well as citizens of Montana.

The Montana Home Page will eventually contain a wide variety of information. The possibilities for doing business both within and outside the state are endless.

"Build it and they will come!"

We will keep you informed on the progress of the Montana Home Page. If you have ideas about information you would like to share on the Internet, or have questions regarding the State's Home Page, please contact Ed Conrad (444-2866) from ISD's Technology Development and Design group.

NetWare 4.X Update

As many of you may already know, NetWare 4.X has been selected as the network operating system standard for the State's Enterprise Network. In March of 1994, the State of Montana entered into a Master License Agreement (MLA) with Novell. This allowed us to purchase NetWare licenses per workstation rather than per server, which is the most efficient manner to purchase licenses for an entity as large as the State of Montana.

At the time the MLA was implemented, the rate recovery process for the network was modified to include the cost of NetWare licenses. This means the agencies do not have to budget for the acquisition or upgrade of NetWare licenses on servers. The expense is covered in the monthly network jack charge presently paid by each agency.

The MLA and current rate recovery method are very beneficial for the

State. This allows State agencies to move to a common operating system and enterprise environment unrestricted by the budgetary restraints of purchasing additional NetWare licenses or upgrading existing licenses to current code versions. By encouraging participation in the Enterprise Network, the sharing of data and network resources, such as servers and printers, becomes significantly easier.

Setting this kind of direction for the State of Montana was not an easy task. Many hours were spent by ISD and agency personnel discussing the pros and cons of moving to an Enterprise Network such as NetWare 4.X. Significant issues were raised as to what it would take to actually accomplish such a move. The Information Technology Managers Group (ITMG) was involved with these discussions. Ultimately, the Information Technology Advisory Council (ITAC) recommended adopting NetWare 4.X as the State's Enterprise Network solution.

To improve communications with state agencies on enterprise network issues, the NetWare Managers Group (NMG) was formed. This group consists of LAN administrators which meet every Friday at 9:00 am in the Mitchell building. Topics of discussion range from identifying naming standards to network problem resolution.

If you would like additional information on NetWare 4.X or the NMG meetings, please contact Dawn Sullivan (444-2974) from the LAN Support group.

Modem Data Loss Under Windows

If you are experiencing data loss when receiving files by modem from within Windows you should increase the communication buffer size. In the Windows subdirectory, edit the *system.ini* file and add the following line in the [386Enh] section:
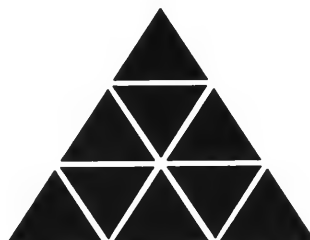
COMxBuffer=2048

The letter x in COMxBuffer must be replaced with the number of the serial communication port your modem is utilizing (i.e.; 1, 2, 3, or 4). If you still experience transmission problems increase the buffer to 4096.

For further information call Jerry Kozak (444-2907) or Brian Divine at (444-2971), both from End User Systems Support.

ISD Presents The 1996 - 97 Information Technology Plan

STATE OF MONTANA

1996-97 Information Technology Plan

The State of Montana's *1996-97 Information Technology Plan* provides an overview of the state's information technology organization, environment, initiatives, and plans. This biennial plan, written and published by the Information Services Division (ISD), serves as a tool for managing information technology--a valuable state asset and resource which is changing the way Montanans live, conduct business, and communicate.

Incorporated throughout the Plan is the *state's commitment to planning from an enterprise perspective.* This means that the Enterprise organization (Information Technology Advisory Groups; Information Services Division, Department of Administration; and Agency Information Technology Departments) works together in a distributed environment and develops and implements strategies and standards which respond to the information technology needs of the state. Also incorporated in the Plan is a description of several major applications which have recently been implemented. These highlighted appliations are:

- Commerce's Superhost Program
- Family Services Child and Adult Protective Services application (CAPS)
- Justice's Digitized Driver's License System and Automated Fingerprint Identification System (AFIS)
- Montana State Library's expanding its client base of Internet users.
- Revenue's Electronic Tax Reporting for Employers System and Montana/IRS Electronic Filing System
- SRS's Child Support System (SEARCHS)
- State Fund's Benefits Information System (BIS)

During the 1996-97 biennium, this Information Technology Plan will be a valuable tool for information technology management and strategic planning as it defines the direction the state will take for:
- maintaining and expanding a state information technology infrastructure and network. This statewide network will bring about the delivery of agency services and educational programs to all parts of the state, give the public access to national and international bulletin boards and databases, promote economic development, and prepare for federal government mandates which require up-to-date networking and data transfer capabilities.
- bringing about long-range information technology benefits to the people of Montana
- supporting the management of state information technology resources from an enterprise perspective
- promoting research and implementation of emerging technologies

Copies of the *1996-97 Information Technology Plan* are available upon request by contacting Wendy Wheeler (444-2856).

Disaster Recovery Storage Procedures for LAN Backup Tapes

As a result of user requests, ISD has put together procedures for storing disaster recovery LAN backup tapes offsite. This will give the user agencies the opportunity to store their disaster recovery LAN backup tapes in one central location. The offsite vault is the same vault used to store ISD's mainframe tapes.
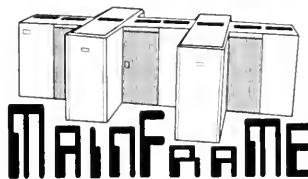
The procedures are as follows:

1. Fill out an Offsite LAN Disaster Backup Database Form and return to Diane Lemon at ISD.

2. Agencies will bring tapes, diskettes, etc. to the ISD user window in a case supplied by ISD, secured by the agency. Each case will have a label identifying the agency, contact person, phone number, date checked-in, return to agency date, and ISD box number. This label should be changed every time the box is checked into ISD.

3. Cases will be transported to the offsite vault at approximately 9:00 am each day.

4. Cases returned to the user agency will be returned to the agency's ISD box before noon of the

return date specified on the label, unless otherwise requested.

5. Tapes stored offsite will be available within 24 hours of user request to be returned to ISD if outside the normal rotation.

6. This service will be offered free of charge during a pilot period through June 30, 1995.

Please contact Diane Lemon (444-3336) from the Computer Operations Bureau for forms, labels, cases and any questions.

"NOT CATLGD 2" Error

Most mainframe programmers and I/O controllers have gotten the message "IEF287I (dsn) NOT CATLGD 2" at one time or another. Although this is an error which can have very serious consequences, any job receiving it will continue processing. According to the message manual, the error can occur for any of the following reasons:

- The data set is already cataloged
- The data set can't be located
- The data set name is identical to a high-level qualifier that already exists in the catalog

The most common cause of this error is the first item above - trying to catalog a dataset that is already cataloged. This often occurs during job restart, usually because a SYSDA dataset from the first run was not deleted before restarting.

Keep in mind that SYSDA is a group name that can result in allocation to any number of specific volumes, currently three in our case. This means that the same dataset name can exist at the same time on all three SYSDA volumes; **however only one of those datasets can be cataloged. The actual data within them could range from identical to completely different.** In the worst case, you could have three identically named datasets on three different volumes all of which contain different data but only one of which can be accessed via the catalog. In most cases the one that is cataloged is actually the oldest, not the newest, because it was created the first time the job was run.

We now have the ability to change the way an IEF287I message is handled. The system will still issue the IEF287I, **along with a new error message - "IEF378I CZ009403 STEP2 - JOB FAILED CATALOG DISPOSITION ERROR"**, and stop job processing at that point. Unfortunately, if we make the change it will affect all batch users. In other words, this is not a situation where users can specify in their JCL which way they'd like it to be handled. The change is "global"; once made, all jobs would be affected.

Most users would welcome this change, as it would eliminate the possibility of a job appearing to run successfully, when in fact the wrong data was used (the older cataloged version instead of the newer uncataloged version). On the other hand, a few users will start to get JCL errors on jobs that appeared to run successfully in the past.

We'd like to hear from anyone who's interested. Please send a ZIP!Mail message to Dennis (Buzzy) Buswell, using a Subject field of "Not Cataloged 2", and indicate whether you're "For" or "Against" making the change, along with any comments you might have in the Text field. If

you don't have ZIP!Mail, then call Buzzy (444-2881). **We'd be particularly interested in hearing of any case where a user is actually dependent on the situation remaining as it is now, and why.**

Is There A Felony In Your Future?

In the December issue I stated that in January I would give out some tips to keep you out of prison for committing a felony with filched software. Another subject stole the spotlight last issue. I hope no one has been arrested in the interim. To continue...

The Software Publishers Association (SPA) is motivated to bring law breakers to justice. They estimate that publishers are losing somewhere between $7 and $12 billion dollars a year because of stolen software. The United States and Japan are responsible for the largest dollar loss. Ninety-five percent of the software used in Pakistan and India is acquired illegally, eighty percent in Brazil, Korea, Malaysia, Mexico and Taiwan. A provision of GATT addresses the issue in foreign countries but in the meantime, right

here at home, SPA can fine you up to $250,000 per incident.

There are metering products available to assist in monitoring usage. McAfee's Sitemeter 5.0 and Sabre Software Corp's Enterprise Application Manager 5.0 are two examples. These two packages are unique among others because they offer: multi server metering, reporting from one console, and they meter software usage over TCP/IP and IPX transport layers. This provides the ability to meter software that is "floated". Floating software occurs when a user's local server concurrent usage is at the maximum so it goes to another server to use one of its available concurrent licenses. This implies more efficient use of software licenses by sharing them across the entire state enterprise.

Currently there is no "state standard" for software metering. The ITMG Enterprise Software committee has identified this as one of its high priority issues and will be looking into this in the near future.

In addition to a software metering package, here are a few tips from the SPA for staying within the law:

• **Appoint a software supervisor** who implements procedures for the acquisition, handling, and registration of software.

• **Establish a written policy** and software code of ethics and go over it carefully with all new employees.

• **Maintain a software log/library** that contains pertinent information, such as number of copies, purchase dates, serial numbers, documentation and installation locations.

• **Conduct periodic audits** of installed software and remove unauthorized or unexplained software.

Documenting, auditing, and educating -- three tools to make sure you don't get fined. Wouldn't you rather spend that $250,000 on more software? If you have any questions call Candace Rutledge (444-2858) of End User Systems Support.

Attention IBM Library Reader Users and Potential Users

A Windows version of IBM Library Reader is now available as well as the original DOS version.   What is the IBM Library Reader? IBM Library Reader is an online service available over the backbone which contains the IBM Mainframe Documentation. These are the IBM manuals which previously were available in hardcover form only. Any agency with a backbone connection can connect to the Department of Administration's Value Added Server which is where the IBM Library Reader Program and Documents reside. Agencies can also install IBM Library Reader locally if a CD is available for installation, providing that you have sufficient hard disk space available.

If you wish to make use of this valuable resource contact Denny Knapp (444-2072) from End User Systems Support for installation details.

Have You HEARD

Windows Tip

Don't expect that new PC to solve all of your Windows woes. Too many users are relying on the ability of Windows to have multiple applications open on your desktop at one time. Most everyone is stating the fact, "before I could have WordPerfect (5.1), ZIP!Office, Extra and Lotus all up at the same time and have my multi-colored hi-res bitmap up to boot". The fact is, even though you upgraded your machine and have increased its ability to function in a Windows environment, the software products running on the PC are becoming more and more resource dependent. Conflicts are created from having too many applications open at one time on your desktop.

Each program you open takes a bit of your GUI (Graphic User Interface) resources and system memory. If you use up all of your resources, then there is little, if any, left for additional applications or procedures. Closing your applications does free up some resources, but not necessarily all of them. The only way to get all of your resources is to restart Windows. Remember all of the programs you have in your Startup Group will still

open when you start Windows. If you do not wish to run the programs in your Startup Group, holding the shift-key down while loading Windows will bypass them and give you the maximum amount of resources available. To check your resources, go into Program Manager, choose HELP, then select ABOUT PROGRAM MANAGER. This will display the percentage of available resources.

For example, Lotus needs about 40% of resources available for printing. If you have ZIP! and Extra open, more than likely you will be near the 40% threshold. WordPerfect 6.0 also uses a large amount of your available resources and that combined with even a few simple programs will almost always put you near or below the necessary amount of resources. A fancy multi-color bitmap can reduce your resources by another 10 to 15%.

Each machine has a different threshold: some will function properly with only 35% of available resources, others need 40% or greater. If you are experiencing a problem, there are a few things you can do.

Put only those programs which are absolutely necessary in your Startup Group. If you can start an application later, and then exit when you are finished, you will be better off in the long run. Also, the order in which you load your programs can also affect their performance. The new PC models run faster and process more. A little wait between loading programs may not really be all that inconvenient.

If you have any questions about the Windows environment, please contact Brian Divine (444-2791) from End User Systems Support.

Free Fix For Windows Calculator

MicroSoft has released a free updated version of the Windows applet "Calculator". Previous versions of the Windows Calculator would display simple subtraction errors when you subtract two numbers that include values to the right of the decimal point. While Calculator is determining how to display the solution, it encounters a loss of precision and shows an incorrect answer.

This rounding error is **NOT** related to the floating-point unit (FPU) in the Intel(R) Pentium(R) chip. This problem occurs only in Calculator and does not affect Windows, other components in Windows, or other Windows-based applications.

In addition to correcting the problem described above, the new rounding algorithm in Calculator causes it to perform more like most hand-held calculators. For example, if you enter the following equation in the updated Calculator accessory or in a hand-held calculator:

$$[(1/3 + 10 - 10) \times 3]$$

the result is 0.9999. The result in previous versions of Calculator is

1.0. The value 0.9999 is generated because significant digits are lost by adding and subtracting 10. This is a secondary effect of the changes made in Calculator to correct the precision errors.

To install the updated file

Rename the existing CALC.EXE file in your Windows directory. For example, if Windows is installed in a directory on drive "C" called WINDOWS, type the following commands, pressing *ENTER* after each line:

    cd\windows
    ren calc.exe calc.old

Copy the new CALC.EXE to the Windows directory. For example, if Windows is installed in a directory on drive "C" called WINDOWS, type the following command, then press ENTER:

    copy calc.exe c:\windows

You are now ready to restart Windows (if necessary) and run the updated Calculator accessory.

Note that if you are running Windows from a network, your network administrator will need to do the above update. Note also that these changes apply to Windows versions 3.1 and 3.11 (WFW).

Steps to reproduce problem using previous versions of calculator

1. To perform this test, choose two numbers that include values to the right of the decimal point (for example, 12.52 and 12.51).

2. Double-click the Calculator icon in the Accessories group.

3. Enter the larger number first (for example, 12.52).

4. Press the MINUS SIGN (-).
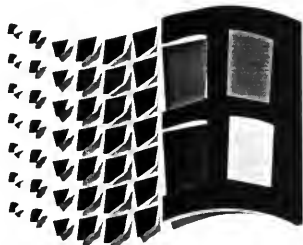
5. Enter the smaller number (for example, 12.51).

6. Press the EQUAL SIGN (=).

Note that in this example you do not receive .01, the expected result. Instead, you receive one of the following:
    0.00
    0.0099999999
    0.010000001
The updated Calculator accessory displays the correct result, which is .01.

If you would like to obtain a copy of the new CALC.EXE contact Denny Knapp (444-2072) of End User Systems Support via ZIP!Mail or by phone.

WINDOWS FREEBIES!

SHRED

PC Magazine's latest free utility is SHRED, a program that truly deletes files from your PC. It can be executed from the DOS prompt or set up to run from an icon in Windows. Following are excerpts from the SHRED documentation.

SHRED (VERSION 1.0)
Copyright © 1995, Michael J.Mefford. Michael J. Mefford is a Contributing Editor of *PC Magazine*. First Published in *PC Magazine* January 10, 1995 (Utilities)

Purpose:
SHRED destroys sensitive or secret files on-disk so they can't be recovered by **any** means.

When it is deleted, a file normally is not physically destroyed, only its directory entry is removed. Nor does reformatting a disk destroy the files, either. SHRED however makes sure files are obliterated by overwriting the files you specify with zeros.

Syntax:
    SHRED [d:] [filespec] [/S] [/F] [/D] [/C]

The d: parameter is the target disk drive, and "filespec" is the target path and filename. If no path is specified, the current directory is assumed.

/S tells SHRED to delete all the files in the current directory and all files in all subdirectories beneath it.

/F tells SHRED to delete all the free space on the disk—that is, to shred all the files you've deleted in the past.

/D tells SHRED to delete only (like the DOS DEL command); no shredding.

/C tells SHRED not to ask for confirmation before shredding. Use this option with caution!

All the SHRED options can be used in combination except for /D and /F. If you use these two options together, the /F is ignored.

The /D option in combination with the /S option will delete (but not shred) all the files in the current subdirectory and all the files in all the subdirectories beneath it. Unlike the DELTREE command found in DOS 6.0 or later, a SHRED /D command will not affect read-only files or the directory structure itself.

Once you have shredded a file, it is

gone forever! If there is any chance that you might need the file in the future, do not shred it. No unerase utility will work once SHRED has destroyed a file.

If you would like a copy of SHRED, contact Denny Knapp (444-2072) of End User Systems Support via ZIP!Mail or by phone.

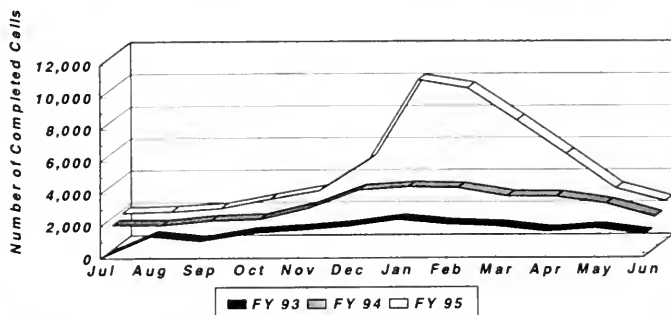**Gittin' doggone bigger every day!**

The State BBS is Growing!

The State of Montana's new and improved electronic Bulletin Board System (BBS) is now available. Individuals with a personal computer (PC) and modem can have access to numerous pieces of state government information.

State agencies will be maintaining a variety of information of interest to the public. The BBS contains:
* State agency program information with contact names and phone numbers
* Hourly statewide road and weather condition updates
* Monthly Legislative interim activities and calendar
* Selected agency public information and bulletins
* Messaging and electronic mail
* Supreme Court decisions
* Press releases
* Agricultural information
* Farm and ranch market news
* Drought monitoring information
* Environmental assessments
* Rulemaking notices
* Board vacancy notices
* Agency reports

BBS Toll Free (800) Usage

Note: February 1995 - June 1995 data is estimated

* Parks reports
* Requests for bids or proposals
* Public meeting notices and agendas
* Provisions of the Americans with Disabilities Act
* And much more!

The BBS boasts a new, easier to use menuing system. Included are clear descriptions of agency information, a method for agencies to answer user comments and questions, and improved file conversion to make it easier to retrieve information.

Legislation in 1993 moved the state's Bulletin Board System (BBS) from pilot to permanent status. The graph represents usage statistics of the state's BBS for toll free (800) number service. As can be seen, usage tends to increase during legislative session activity.

The State BBS will contain more new legislative information, providing free access to the hearing calendar and the daily list of introduced bills, text of bills, cumulative Bill Status Report, index of introduced bills, daily and cumulative Bill Draft Request Reports, House and Senate Agendas, and House and Senate Journals (tentatively).

If you have questions about the use

of the system, please call the Department of Administration, Information Services Division at 444-2000.

Another Windows Freebie

FDDLLS (Find Dead DLLs)

PC Magazine has provided another free Windows utility - FDDLLS. DLLs (Dynamic Link Libraries)

make up the various portions of Windows programs. When a Windows program is installed it will typically load several megabytes of DLLs onto your hard drive, some in specified directories, some into the Windows system directories. The unfortunate part is that some of these DLLs are duplicates of DLLs that already were loaded for other programs. Also, when you delete a program from your Windows setup, it often leaves unneeded DLLs scattered about your hard drive. FDDLLS helps you find unused DLLs on your system by finding, sorting and classifying Windows executable files. FDDLLS can list the EXE and DLL files on your system by name, extension or reference count. FDDLLS does NOT delete DLLs, it just finds the duplicate and/or unused DLLs so that you can delete them. Following is an excerpt from the documentation file for FDDLLS, but it is HIGHLY RECOMMENDED that you read the entire article on using FDDLLS in the December 6, 1994 (v13n21) issue of *PC Magazine*, BEFORE using FDDLLS.

FDDLLS.EXE (VERSION 1.0)
    Copyright © 1994, Douglas Boling
First Published in *PC Magazine* December 6, 1994 (Utilities)

To install FDDLLS, simply copy it to a directory on your hard disk, and create an icon for it in Program Manager. Then double click on the icon to load the program. After FDDLLS is started, click on the Scan button to enable FDDLLS to search your hard disk for Windows executable files. You can specify which disks are to be scanned by clicking on the Select disks button. In general, all non-removable disks must be scanned for FDDLLS to properly work. FDDLLS lists the executable files and DLLs in order by name. Any EXE or DLL that requires DLLs not found on the machine are listed in red. Files with

duplicate names are listed in yellow.

Remarks:
Do not delete DLLs that appear to be unused. Instead, move suspect DLLs to a directory not listed in the path statement. It's not possible for FDDLLS to show all needed DLLs as referenced. DLLs loaded at run time such as those used by Visual Basic programs will be incorrectly identified as orphans. Programs run from CD-ROM drives will also cause false positives. Yet another common situation is when you have drivers installed, such as those for sound cards or video cards or networks, which are not currently in use. If you delete a DLL which is needed by a program, you will have to reinstall that program. A much safer solution is to move DLLs that seem to be orphans to a separate subdirectory or to a floppy disk. DLLs should never be deleted.

If you would like a copy of FDDLLS, contact Denny Knapp (444-2072), of End User Systems Support, via ZIP!Mail or by phone.

Serving Up Legislative Information For '95 Session

General Assistance Telephone Numbers
Legislative Council
    (406-444-3064)
* How to get/use services offered by the Legislative Council

Dept. of Administration/Customer Support Center   (406-444-2000)
* How to <u>connect</u> to the State BBS or Bill Status Systems

Montana State Bulletin Board System (BBS)

Local Helena callers
(444-5648)

Other callers within Montana
(800-962-1729)

Out-of-state callers
(406-444-5648)

Bill Status Online System
Bill Status Online System
(900-225-4300)

Term Contract Status

Term Contract Obligations

The microcomputer term contracts were established as a means to facilitate the purchase of PCs and promote standardization. Agencies are **obligated** to purchase a PC from the term contract vendors: DEC, Dell, or IBM. Since the inception of the term contracts, many peripheral items have been added to the contract (such as hard drives, memory, dot-matrix printers, etc.). These items were added for convenience, so the agencies may order them without jumping through the purchasing hoops. However, agencies are **NOT obligated** to purchase these items from term

contract vendors. It is recommended, however, that you turn first to the term contracts before buying elsewhere. The term contract price is usually the lowest you'll find, and the vendors are proven and reliable. In buying from non-term contract vendors, "Ya pay your money- ya take your chances".

IBM

ComputerLand of Helena New Products

The latest additions to IBM's desktop product family are the PC 700 and PC 300 Series. The PC 700 and PC 300 have been tested with a broad range of non-IBM adapters, ensuring compatibility, and use industry standards such as PCI and Plug & Play.

PC 700 and 300 systems come with a three-year warranty including one year of on-site service with an average 4-hour response time and two years of carry-in service covering full parts and labor.

The PC 700 Series offers the following features:
- 75, 90, or 100 MHz Pentium processor.
- Choice of two models - PCI/ISA or PCI/Micro Channel SelectaBus.
- Options for advanced graphics performance, with speeds up to 100 million Winmarks and support for video playback in a window or full screen.
- Expandable to 192 MB of RAM and 4 GB hard drive capacity.

The PC 300 Series offers the following features:
- i486DX2 50, i486DX2 66, i486DX4 100 or Pentiurm P60 60 MHz processor.
- Choice of PCI or VESA local bus models for advanced I/O adapters.
- Enhanced local bus IDE devices, including CD-ROM.
- Cirrus 1MB chip (expandable or

4MB) VRAM.
- Expandable to 128MB of RAM and 4 GB hard drive capacity.

If you have any questions or would like detailed information regarding these IBM Personal Computer products, please call 1-800-765-4IBM or Mike Price (406-443-3200), ComputerLand of Helena.

Dell

As many of you realize, the term contract price lists from Dell often lag behind the actual current prices. We are working on getting the prices from Dell in a more timely manner. As a result, we are recommending that you call for a quote before purchasing a Dell PC. You are also encouraged to take advantage of the various promotional bundles offered in the trades from time to time. The state discounts apply to these as well. Listed below are our current discounts:

Dimension	0%
Latitude	0%
OptiPlex	5%
Latitude XP	5%
NetPlex	5%
MX	5%
OmniPlex	11%
PowerEdge	11%

Distribution Notes

900 copies of this public document were printed at a cost of $360. Distribution costs are $18.25. 120 copies of this document were distributed electronically at no cost.

Editors: Curt Secker and
                 Irv Vavruska

ISD Customer Support Center 444-2000

Got a problem (opportunity)? Do you need ISD assistance for any of your information processing requirements? Then contact the ISD Customer Support Center (formerly the Network Assistance Center), which is our central point of contact.

Deadline/Editor's Note

If you would like to submit an article to News & Views for publication, please send it to Curt Secker or Irv Vavruska, preferably via ZIP!Mail. Please have your article in by the date listed below for inclusion in the corresponding month:

March Issue	02-17-95
April Issue	03-17-95
May Issue	04-21-95

We are constantly searching for new ideas that could enhance *News & Views*. Perhaps there are subjects you would like to see covered in future articles, or maybe you just wish to share comments on *News & Views*. We would like to hear from you.

Our goal is to present a vehicle, which provides information of common interest, to all agencies within state government. Please share with us any ideas you have that will enable us to keep pace in an ever changing environment. To share your ideas, please contact the editors of *News & Views*.

Published by:

Information Services Division

Training Calendar

This document has been assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 444-6800.

All classes will be held at the Helena College of Technology, Room 210, at 1115 N. Roberts, unless another location is specified. Please note that these costs are subject to change each July 1st.

To enroll in a class, **you must send or deadhead an enrollment application** to the State Training Center, HCT, Helena, MT 59601. If you have questions about enrollment, please call 444-6800. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.*

	DATES	COST	LENGTH
Data Network/Mainframe Classes			
CICS Command Level Programming	March 13 thru 17		5
Introduction to Novell	March 22 & 23	170.00	2
Introduction to R:Base	April 4, 5 & 6	212.50	2 1/2
Introduction to Oracle	April 11, 12 & 13	212.50	2 1/2
PowerBuilder	April 18, 19 &20	255.00	3
Microcomputer Classes			
Introduction to Windows	February 2	85.00	1
PC Memory Management	February 27	85.00	1
Intermediate Windows	March 6	85.00	1
Introduction to Windows	March 7	85.00	1
Freelance for Windows	March 21	85.00	1
Introduction to Windows	April 10	85.00	1
Beginning Microcomputer Skills	April 24	85.00	1
Word Processing Classes			
WP for Windows Merge & Sort	February 22	42.50	1/2
WP for Windows Macros	February 23	42.50	1/2
WordPerfect 60a for Windows	March 1 & 2	170.00	2
Desktop Publishing with WP60a	March 8 & 9	170.00	2
Introduction to WordPerfect	April 25, 26 & 27	212.50	2 1/2
Spreadsheet Classes			
Lotus for Windows Macros	February 7 & 8	170.00	2
Lotus for Windows Graphics	February 9	42.50	1/2
Intermediate Lotus for Windows	February 15 & 16	170.00	2
Lotus for Windows	March 28 & 29	170.00	2

The Helena College of Technology makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the College no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6800.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION **IN FULL** AND
RETURN IT **ONE WEEK PRIOR** TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency **& Division**: _____ / _____

Mailing Address: _____

_____

Phone: _____ Agency #: __ __ __ __

How have you met the required prerequisites for this course? Explain, giving the class(es)
taken, tutorial(s) completed, and/or experience.

_____

_____

_____

BILLING INFORMATION/AUTHORIZATION MANDATORY

Responsibility Center: _____

Authorized Signature: _____

*FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.*

**DEADHEAD COMPLETED FORM TO:
COMPUTER TRAINING CENTER
HELENA COLLEGE OF TECHNOLOGY
OF THE UNIVERSITY OF MONTANA
PHONE 444-6800 FAX 444-6892**

6127

ISD
Information Services Division

HAROLD CHAMBERS
MONTANA STATE LIBRARY
REFERENCE & INFO SERVICES
1515 E SIXTH
HELENA MT 59620

DEADHEAD